

APPROVED

**CITY OF LINO LAKES
CHARTER COMMISSION**

DATE : August 14, 2003
TIME STARTED : 7:03 P.M.
TIME ENDED : 7:58P.M.
MEMBERS PRESENT : Dahl, Aldentaler, Bening, Vacha, Trehus,
Zastrow, DeMotts, Carlson, and Montain.
MEMBERS EXCUSED : S. Lane, G. Lane and Rafferty
MEMBERS UNEXCUSED : None

STAFF MEMBERS PRESENT : City Clerk Ann Blair (part)

CALL TO ORDER AND ROLL CALL

Chair Montain called the regular meeting of the Lino Lakes Charter Commission to order at 7:03 p.m. on August 14, 2003.

APPROVAL OF MINUTES

April 10, 2003

City Clerk Blair advised the Commission of a few typos in the last set of minutes. Page 2, paragraph 5 should read "City Administrator Waite Smith asked the Commission who would present the changes to the City Council." Page 2, paragraph 11, sentence 3 should read "She noted she would distribute a copy of the Plan to the Charter Commissioners." Page 2, paragraph 11, sentence 3 should read "Some changes the legislature may make will affect the City greatly, including the Five-Year Plan and any referendums for road reconstruction." Page 5, under New Business, the first sentence should read "Set July 10 Agenda- Acting Chair Carlson advised the following items would appear on the July, 2003 agenda:" Page 6, number 6 A should read "Set October, 2003 Agenda."

MOTION by Commissioner Dahl, seconded by Commissioner DeMotts, to approve the April 10, 2003 meeting minutes, as amended. Motion carried with Commissioner Bening and Chair Montain abstaining.

REPORTS OF THE CHAIR

New Members / Legal Ramification of Posted List – (Chair Montain) – City Clerk Blair stated the City has advertised for new members twice since the last meeting and had no response.

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Chair Montain stated there are currently three openings on the Commission.

Commissioner Dahl questioned if the vacancies were advertised in the City newsletter and if not, if the Commission thought it was a good idea.

Chair Montain stated the vacancies should be advertised in the City newsletter and on the City website. Also, the vacancies should be listed in the community section of the Quad, rather than the legal section.

Commissioner Dahl volunteered to speak to Dan Tesch about advertising in the City Newsletter and on the City Website.

City Clerk Blair noted it is more expensive to advertise in a section other than the legal section of the Quad.

Commissioner Dahl suggested an email option for communications amongst the Commission.

City Clerk Blair explained the ramifications of the Open Meeting Law if there is substantive discussion between members of the Commission. This type of discussion may be considered a quorum.

Commissioner Dahl stated she would like to proceed with this idea and have City Clerk Blair monitor the communication.

Commissioner Bening explained Article III of the By-Laws, which addresses quorums. He stated the Commission currently has 12 qualified members and wanted to verify what number of Commissioners meets a quorum.

City Clerk Blair stated a quorum would be seven members.

City Clerk Blair distributed text and electronic copies of the current City Charter.

Chair Montain requested the By-Laws be documented and distributed to the Commission and that the City is currently operating under the 1996 amended Charter.

Five-Year Plan (Chair Montain) – Chair Montain questioned Commissioner Dahl if the City Council has been following the Five-Year Plan.

Commissioner Dahl explained the Council is going through and updating the Plan because of budget cuts.

Status of Member's Absences (Chair Montain) – Chair Montain clarified there were three excused absences at this meeting and three vacant positions on the Commission.

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Report of April 28 Council Meeting (Regarding Charter Amendments) – Commissioner Bening stated the final reading of the Charter Amendments was approved by the City Council.

REPORT OF COMMITTEES

Archives Report (Commissioner Rafferty, Dahl and Trehus) – Commissioner Dahl stated she organized the files prior to this evening's meeting and that there are many gaps in the information.

Chair Montain questioned if there were missing years. Commissioner Dahl replied there were.

Commissioner Trehus stated many of the files from the early years were missing and there were few minutes for a 10 to 15 year span and some of the files from recent years were also missing.

Chair Montain questioned if there are any leads as to where the missing files may be.

Commissioner Dahl stated she heard from Rosemary Storberg that she had some files, but she found none of the missing files. She suggested the Commission call past members to find out if they may have any.

Commissioner Trehus questioned who the past City Clerk was and if she may know where some of the missing documents are.

Commissioner Dahl responded it was Marilyn Anderson and that she will talk to her.

Chair Montain directed the Commission to contact Ms. Anderson and past secretaries to try to fill in the gaps of missing files. He also stated this item would remain on the agenda until all avenues have been used to track down the missing information.

Commissioner Zastrow stated Marilyn Rosagren, whose husband was an original member of the Commission, still lives in town and she may be able to help.

UNFINISHED BUSINESS

Report on Proposed Charter Amendments and Action (Commissioner Rafferty) – This item was tabled until the October 2003 meeting due to the absence of Commissioner Rafferty.

By-Laws (Commissioner Rafferty) – This item was tabled until the October 2003 meeting due to the absence of Commissioner Rafferty.

Chair Montain questioned whose terms would end this year.

Commissioners Bening and DeMotts answered that their terms end December, 2003.

Commissioner Carlson stated that his term and Commissioner S. Lane's term also end this year.

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Commissioner Bening stated he plans to attend meetings until he is replaced on the Commission.

Chair Montain directed Commissioner Bening to come up with a list of Commissioner's terms for the next meeting and to verify said list with City Clerk Blair.

Review City Council Meeting Minutes for Charter Compliance

There were no comments.

NEW BUSINESS

Set October, 2003 Agenda – Chair Montain advised the following items would appear on the October 9, 2003 agenda:

1. Call to Order and Roll Call
2. Approval of Minutes:
 - A. August 14, 2003
3. Reports of the Chair
 - A. New Members/Legal Ramification of Posted List (Chair Montain)
 - B. Five-Year Plan (Chair Montain)
4. Reports of the Committees
 - A. Archives Report (Commissioner Rafferty, Dahl and Trehus)
5. Unfinished Business
 - A. Report on Proposed Charter Amendments and Action (Commissioner Rafferty)
 - B. By-Laws (Commissioner Rafferty)
 - C. Review City Council Meeting Minutes for Charter Compliance
6. New Business
 - A. Set January, 2003 Agenda
 - B. Chairman's Annual Report
 - C. By-Law discussion
7. Adjourn

ADJOURN

MOTION by Commissioner Trehus, seconded by Commissioner Aldentaler, to adjourn the meeting at 7:58 p.m. Motion carried unanimously.

Respectfully Submitted,

Robin Leslie
TimeSaver Off Site Secretarial, Inc.